

PROVINCE HEALTH CARE PHYSICIANS AND SURGEONS ASSOCIATION

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JOB POSTING: Executive Coordinator, Facility Engagement

Reports To: Director, Engagement and Operations, and Board of Directors, Providence Health Care Physicians and Surgeons Association (PHC PASS).

Duration: Contract position (one year, with option to renew); 35 hours per week.

Location: Hybrid (Remote/Vancouver, BC). Working from home or an independent office, with as needed in-person attendance required at meetings or events (includes some evenings) at or near St. Paul's Hospital/Providence Health Care sites.

Job Summary

Join a leader in facility engagement! The goal of this exciting and dynamic position is to provide overall administrative and coordination support to the PHC PASS non-profit society, its Board of Directors, Director of Engagement and Operations, Facility Engagement Working Group, and related strategic committees.

As we move towards the New St Paul's Hospital and Health Campus, we're taking engagement to the next level. Learn more about PASS here: www.phcmedstaff.ca.

Key Responsibilities and Duties

- 1. Providing overall administrative & coordination support to the PHC PASS non-profit society, its Board of Directors, Facility Engagement Working Group, and related sub-committees.**
 - Coordinating and scheduling meetings and resources as required (includes booking and setup of rooms/venues, A/V equipment, and catering requirements).
 - Preparing and distributing agenda materials relating to meetings.
 - Taking minutes at key meetings (including Facility Engagement Working Group, Directors, Finance Committee, and Consultant Physician meetings), maintaining accurate records, following-up on decisions made, and ensuring required action is initiated.
 - Organizing and maintaining electronic and paper files for the Society.
 - Maintaining contact lists for the society.
 - Maintaining central contact e-mail for the Society, collecting mail, and identifying appropriate action or follow up with attached supporting documentation.
 - Handling inquiries from physicians or health authorities in an efficient and courteous manner, providing explanations and/or redirecting, as appropriate.
 - Developing, maintaining and documenting office processes and infrastructure that support Society activities; taking initiative to anticipate and recommend improvements.
 - Coordinating Annual General Meetings of the Society, and supporting updates to appropriate documents to maintain the Society in good standing with the *BC Societies Act*.

- Providing administrative and logistical support for consultants and other contract staff working for the Society.
- Performing general clerical office duties as required.

2. Communications & Event Support

- Disseminating correspondence for Society and Engagement activities.
- Gathering data for reports and assisting with generating monthly reporting documents.
- Distributing reports on the status of the Society to internal and external stakeholders.
- Assisting with gathering content for presentations, communications updates, and correspondence for Society and Engagement activities.
- As required, supporting review and/or updating of content for PASS' e-mail newsletter, website (includes some HTML), and other social media or communication tools.

3. Finance & Budget Support

- Overseeing registration/update of bank account signatories as needed, and filing related documents to maintain the Society in good standing.
- Assisting with tracking and information gathering as needed for budget reporting.
- Assisting with maintaining and updating Engagement activities in the Facility Engagement Management System (FEMS) and facilitating medical staff and other eligible claims submissions in this system.

Skills and Qualifications

- Minimum of high school graduation supplemented by business and/or administrative courses equivalent to at least one year of study with at least 3-5 years related experience.
- *Intermediate to Advanced* MS Office skills, including Word, PowerPoint, Excel, and Outlook Webmail.
- Strong minute taking and transcribing skills.
- Some knowledge of HTML and linking/implementing social media and online form tools is desirable.
- Excellent written skills and proven ability to develop clear, concise and comprehensive reports and correspondence.
- Ability to effectively organize multiple meetings.
- Familiarity or previous experience with non-profit societies or boards is desirable.
- Experience in a health care setting is desirable. Familiarity with Providence Health Care and St. Paul's Hospital site and facilities is useful.
- Extremely proactive, organized, resourceful and efficient with an outstanding attention to detail.
- Able to accurately account and track claims and financial transactions.
- Ability to set-up and maintain electronic and paper files.
- Strong interpersonal, oral communication and relationship skills.
- Excellent judgment in setting priorities, identifying issues and determining action required
- Proven ability to multi-task, work under pressure and meet deadlines.
- Flexibility and adaptability, with availability for evening meetings and potentially early mornings.
- Demonstrated ability to work independently, but also as an important member of the team.

To Apply

Interested candidates can email their resume and cover letter to jscrubb55@gmail.com by **July 22, 2022**.

We thank all applicants; however, only those selected for an interview will be notified.